

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: July 6, 2016
POSITION: Attorney Services Coordinator
(Multiple positions may be filled from this announcement)
LOCATION: 500 Pearl Street, New York, New York 10007
TERM: Permanent
CLASS LEVEL: CL 24 - CL25
SALARY: \$40,077. - \$71,932. (Depending on qualifications and experience)
CLOSING DATE: Open until filled.
VACANCY NO: 16-25

DUTIES AND RESPONSIBILITIES: Attorney Services Coordinator performs administrative, analytical and clerical support services. The incumbent must be dependable, accountable, flexible, courteous, patient and able to work in a fast paced office environment, follow detailed instructions, multitask, maintain confidentiality and work respectfully within a team environment. The incumbent reports to the Project Manager.

The duties and responsibilities include, but are not limited to:

- Process Attorney Admissions Applications and Attorney E-Filing Registration Forms for ECF logins and passwords.
- Update attorneys account information in the CM/ECF System.
- Prepare Certificates of Good Standing.
- Process attorneys' requests for address and name changes.
- Monitor the Help Desk Email box and provide accurate and appropriate email responses.
- Generate and review quality control reports containing attorney admissions data.
- Work on various Attorney Admissions projects.
- Process Miscellaneous Part I work including, but not limited to, opening civil miscellaneous cases in ECF, docketing in miscellaneous cases in ECF as well as paper docket, maintaining the Part I Motions Calendar, and quality control attorney Miscellaneous filings.
- Quality control attorney filings of pro hac vice motions.
- Conducts the Attorney and Point of Contact (POC) Introduction (CM/ECF) training class.
- Prepares and maintains training materials needed for Attorney and the POC Introduction (CM/ECF) training class.
- Case Assignments: monitors and edit the civil case assignment decks, prepares notices of reassignment, prepares cases for intra district transfer; responds to inquiries from chambers and other court units regarding case assignments, monitors the case assignment mailbox, monitors the patent case filing reports, provides the Assignment Committee with reports and statistics as needed, docket assignment and reassignment notices in ECF; docket re-designations of references to magistrate judges in ECF, assists in preparing reassignment of cases to District Judges.
- Works with the Grievance Committee Clerk to update and maintain attorneys bar status and helps process attorney grievances.
- Process sealed and emergency filings by docketing in CM/ECF and notifying chambers.
- Assists with the scheduling of the Training Room
- Provide assistance to internal and external users on CM/ECF filing issues; assist pro se e-filers. Analyzing the request and refer same to appropriate sources for remedy.
- Assist e-filers with filing their documents under the appropriate rules and instructions, practices and/or court requirements.
- Heavy customer service contact.
- The incumbent will also perform other duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position you must be a high school graduate, or equivalent. To qualify for CL-24, you must have at least one year of specialized experience equivalent to work at the CL-23 level. To qualify for CL-25, you must have at least one year of specialized experience equivalent to work at the CL-24 level.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience as is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

REQUIRED SKILLS: Applicants must be skilled in data entry and possess the ability to type 50 wpm.

PREFERRED SKILL: Knowledge of legal terminology.

APPLICATION PROCEDURE: To be considered for this position, please submit a resume detailing your education and work experience, and cover letter. The cover letter must indicate the position for which you are applying (including the announcement number), and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered. Only candidates considered for the interview will be contacted.

Please submit your resume and cover letter to:

U.S. District Court

500 Pearl Street

New York, New York 10007

ATTN: Human Resources, Suite 310

Or Personnel@nysd.uscourts.gov

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

EQUAL OPPORTUNITY EMPLOYER